

2020-07-18 NYQM mtg-zoom instructions HOSTS

**If you cannot connect to Zoom or are having problems, contact our hosts at NYQMzoom@gmail.com and someone will assist you.*

**problems during the meeting? Contact our hosts through chat.*

**Zoom meeting ID's and passwords will be sent two days prior to the meeting, the night before and the day of the meeting.*

NYQM Morning Meeting for Worship with a Concern for Reflection in Our Times: 11am-12pm

**The virtual meeting room opens at 10:45 a.m. for Friends and attenders to begin to gather.*

- **NAME TAGS:**
 - please put your name and meeting on your video. Use the chat if you need help with renaming or other assistance, it contacts only the hosts.
- **MESSAGES:**
 - microphones are muted at the start of meeting. To give a message, please unmute yourself and at the end of your message, turn off your microphone.
 - at the start of your message, please give your name.

HOST's SETUP:

- Ann Kjellberg, Ben Frisch, Nancy Britton, Ian Hansen, and Bryan Oettel sign in as Hosts.
- Chat function is available to everyone. No 1-to-1 chat.
- Allow to join before host.
- Sign in with auto mute.
- Screen sharing is turned off.
- Do we need a "Greeter"?
- Post Greeting: Welcome Friends, with website url [NYCquakers.org](https://www.nycquakers.org) with Zoom Etiquette Guidelines –
- Post announcements on chat for all to see

CLERK's INTRO:

Welcome Friends,

You can find more information about the New York Quarterly Meeting and our Monthly Meetings at: <https://www.nycquakers.org>

Here are a few suggestions to keep our online meetings harmonious:

- *If you are not speaking, please keep your microphone muted.*
- *Remember to unmute your microphone before speaking and turn it off again when you have finished.*
- *Please identify yourself by name in the meeting. If you would like help changing the name displayed on your video, send the correct spelling to the host in chat.*
- *It is wonderful to see our friends' faces. Please enable video if you feel comfortable.*

- *The chat function will be turned off during meeting for worship. Attenders will, however, be able to message the meeting host if the need arises.*
- *If you experience any difficulty or require assistance during meeting for worship, please message the host privately.*

CLERK'S CLOSING:

**At the close of meeting we will have an hour before the Meeting for Business starts. You may stay on-line and chat. If you have any questions about using Zoom functions, our greeter will assist you during this time.*

** If you wish to leave and are returning, please turn off your video and mute yourself. On return, turn on your video.*

Interim time between Meetings:

- At least one host/Greeter remains to address any technical questions or other concerns.
- Provide help to anyone joining the meeting.

NYQM Morning Meeting for Worship with a Concern for Business: 1-2pm, 2pm Annual Meeting of the Corporation

- Chat Post for Meeting with Concern for Business Greeting:
"Welcome Friends, with website url [NYCquakers.org](https://www.nycquakers.org) with Zoom Etiquette Guidelines"
- Ben, Bryan, Ann to monitor and use chat to inform Nancy/Ian about participants asking to speak

Welcome Friends,

This is our first Zoom meeting and we are anticipating having two to three screens of Friends with us. What we miss most, is not seeing the body in total as we discern a sense of the meeting. We also anticipate that any discussions will be somewhat slower moving in this process. Please help us along!

To access documents for the NYQM Morning Meeting for Worship with a Concern for Business please visit: <https://www.nycquakers.org>

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- Remember to unmute your microphone before speaking and turn it off again when you have finished.
- Please identify yourself by name in the meeting. If you would like help changing the name displayed on your video, send the correct spelling to the host in chat.
- It is wonderful to see our friends' faces. Please enable video if you feel comfortable.
- The chat function will be turned off and attendees will, however, be able to message the meeting host if the need arises.
- If you experience any difficulty or require assistance during meeting for worship, please message the host privately.
- three ways to ask to speak:
 - o raise your hand
 - o type your name into chat
 - o wave in the video: this is the least effective as we will be working with several screens.
- our 'stack facilitator' will be noting names and passing them in order to the clerks.

Phone users:

Mute / Un-Mute: * 6

Raise Hand: * 9